

# Lake Holiday

## **POLICIES, RULES, AND PROCEDURES**

### **PRP NO. 14**

## **Clubhouse**

**Revised and**

**Approved by the Board of Directors**

**May 24, 2022**

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## PRP NO. 14 CLUBHOUSE

Lake Holiday Country Club (LHCC) enjoys a beautiful clubhouse fully equipped for hosting community meetings and recreational events. The policies and regulations that follow are designed to ensure your safety and assure years of enjoyment for all LHCC members and their guests.

The day-to-day operation of the Lake Holiday Clubhouse is administered by the LHCC General Manager and his staff. Call the Administrative Office to reserve or rent the facility, learn about scheduled events, or report problems. The office is open Monday through Friday from 8:00 a.m. until 5:00 p.m. The phone number is 540-931-0951. After office hours, if there is a security issue concerning the Clubhouse, please call the Front Gate who will notify Roving Patrol, the General Manager or the Sheriff. The Front Gate number is 540-888-3936.

LHCC has a website, <https://www.lakeholidaycc.org>, that has a community calendar of all reserved Board of Directors' and committee meetings, club activities and LHCC sponsored events. An electronic version of this PRP can be found under Documents/[Governing Documents/PRP-14 Clubhouse](#), located on the website. Lake Holiday events are also posted on the LHCC Facebook page: <https://www.facebook.com/lakeholidaycc>.

**NOTE:** The interior and exterior spaces in and around the Clubhouse are monitored by video cameras. The Exercise Room has video and audio recording devices and footage is maintained for a period of 30-days.

### SECTION A. DEFINITIONS

1. "LHCC" refers to Lake Holiday Country Club, Inc., the property owners' association.
2. "Clubhouse" refers to the LHCC Clubhouse located at 1045 Lakeview Drive, Cross Junction, Virginia 22625.
3. "GM" refers to the LHCC General Manager who is responsible for operation and maintenance of the Clubhouse and to ensure that all policies and regulations are followed by all members and tenants.
4. "Staff" refers to the LHCC General Manager and paid administrative and/or maintenance personnel under the direction of the General Manager.
5. "Office" refers to the administrative offices of the General Manager and staff located within the Clubhouse.
6. "Member" refers to a property owner who is in good standing, defined as not delinquent in payment of association assessments, fines for compliance violations, or materially non-compliant with an association rule.
7. "Tenant" refers to a non-member who is renting a member's house within LHCC, and the tenant has lived in Lake Holiday for at least nine (9) months and is also in good standing.
8. "Club" is any official LHCC club that is open to members and tenants and uses the Clubhouse or other common area to conduct its meetings/activities.
9. "Business Event" is any event hosted by a member at which business meetings/activities are conducted between members and their invited guests who accompany them. (A rental fee is required for use of the great room.)

10. “Non-Profit Event” is defined as an activity/meeting whereby an LHCC member rents space in the Clubhouse for a non-profit organization. A non-profit organization is defined as an entity that uses its revenue to further a mission, purpose, or social cause. (A rental fee is required for use of the great room.) Non-profit events are permitted on a case-by-case basis when approved by the LHCC Board.
11. “For-Profit Events” are defined as an activity that an individual organizes, promotes and coordinates for the purpose of making a profit. (For-profit events are not permitted.)
12. “Public Events” are defined as an activity in which the principal sponsor is not a member/tenant and/or in which the majority of attendees are expected to be non-members. (Public events are not permitted.) A member or tenant-sponsored private event where the attendees are predominantly friends and relatives of the member or tenant is *not* considered a public event.

## **SECTION B. DESCRIPTION OF FACILITY**

1. Upper Level: includes the great room, kitchen, storage room, staff office, restrooms, and outdoor deck. There is a handicapped accessible side entrance to the office and the rest of the Clubhouse. An elevator is in the main hallway and there are two handicapped parking spaces near the walkway/ramp leading to the office.
2. Lower Level: includes a community meeting room, exercise room, snack shop, GM and Office Managers’ office, interior and exterior restrooms, mechanical rooms and an outdoor patio. Handicapped parking is available near the patio behind the Clubhouse.

## **SECTION C. ACCESS TO THE CLUBHOUSE**

1. Key fobs for accessing the Clubhouse are available for purchase at the office; or on a temporary basis included with the rental fee for the Clubhouse great room.  
**Note:** Key fob access is tracked by the office for security purposes.
2. Only one key fob shall be issued for each household.
3. The cost of purchasing a key fob is set by the Board of Directors during the annual budget cycle. Refer to the fee schedule at the office or on the website at <https://www.lakeholidaycc.org> under “[Documents/Fees](#)”.
4. A key fob is issued to each board director and committee chair. Key fobs are also issued to each club’s designated point of contact.
5. Members, who have rented the Clubhouse (great room, kitchen and deck), shall be issued temporary one-day key fobs that can be picked up during office hours on the day of an event, or on the Friday prior to the event if held over a weekend. Temporary key fobs must be returned at the end of the event.
6. A key fob may be purchased by a member or tenant for access to the lower level (not including the exercise room). It may be used by any household member, however, children under the age of 18 must be accompanied by an individual of at least 21 years of age.
7. Any member or tenant may use the exercise room by purchasing a key fob that permits entry into the lower level and the exercise room.

8. Members who own a key fob and sell their property, or tenants who no longer rent a property within LHCC, must return the key fob to the office. If the key fob is not returned, the fee will not be reimbursed and the key fob will be deactivated.
9. Members who own a key fob are required to notify the office immediately when a key fob is lost or stolen. The key fob will be deactivated and the member may purchase a new one.
10. A member or tenant who owns a key fob and is no longer in good standing is ineligible to use LHCC amenities and their key fob will be deactivated.

#### **SECTION D. POLICIES AND REGULATIONS**

1. The hours of operation of the Clubhouse are established by the Board of Directors and are subject to change. The hours are published on the LHCC website and at the office.
2. The Clubhouse is primarily for LHCC sponsored events and member/tenant sponsored private events.
3. Membership in LHCC enables a member or tenant (see definitions) to use or attend functions at the Clubhouse. The requirement for being a member in good standing is waived for meetings statutorily open to the entire membership (e.g., the Annual Meeting or special membership meetings).
4. Use of the Clubhouse for public events is prohibited (see definitions).
5. Use of the Clubhouse for potential profit-making events is not permitted (see definitions).
6. Invited members and the guests who accompany them typically do not pay a fee to attend a meeting/event. Business events are not necessarily open to all members, so the Clubhouse must be rented for the event. The event may involve the distribution of marketing materials and the promotion of goods and services.
7. No commercial advertisements shall be posted or circulated in the Clubhouse during LHCC sponsored events. Members/tenants who have rented the Clubhouse for business events may circulate marketing materials and advertising during their rental period.
8. Petitions may not be originated, solicited, circulated, or posted in the Clubhouse without written approval of the Board of Directors.
9. Shirts and shoes are required in the Clubhouse. Beach attire is permitted only in the lower-level community room and shower/rest rooms and not permitted in the upper-level rooms.
10. Smoking and use of other tobacco products (including cannabis products) are prohibited within the Clubhouse, on the deck and patio.
11. Service dogs are permitted, with certificates that describe their specific training for the disability. The owner shall provide a certificate upon request. All other animals are not permitted in the Clubhouse without authorization of the GM. An exception shall be made for pets in crates as part of an adoption event and under the supervision of an individual of at least 21 years of age.
12. Clubhouse users under the age of 18 must be accompanied and supervised by an individual of at least 21 years of age.

13. The GM and all staff are authorized to ensure all Clubhouse policies and regulations are followed. Immediately report any problems pertaining to the operation and maintenance of the Clubhouse, and/or any damage, misbehavior and/or rule violations to the GM by calling 540-931-0951. Violations are reviewed (with the assistance of video) and adjudicated in accordance with the LHCC Compliance Policy and the Virginia Property Owners' Association Act. If you observe any criminal activity, immediately call 9-1-1.
14. Access to the mechanical rooms is prohibited unless authorized by the GM.
15. All members and tenants using the Clubhouse and adjoining common areas must comply with LHCC alcohol policies. See Section J, Alcohol Consumption and VA Required License (in this PRP).
16. Members using the kitchen must clean the sink, appliances, and counters. Any items used must be put away in their proper location.
17. Clubhouse users have access to folding tables, chairs and a dance floor located in the storage room next to the great room. All items used must be returned to their original location at the end of all events/activities. There will be an extra fee for use of the dance floor.
18. All trash must be removed from the Clubhouse immediately following the event and placed in the dumpster outside the kitchen door. Do not place empty helium containers in the trash cans.
19. All property and furniture belonging to the Clubhouse must not be moved from room to room, out onto the deck or patio, or removed from the Clubhouse without prior authorization from the GM.
20. If thermostat settings have been changed, users must return them to the previous settings.
21. Do not attach anything to the walls or acoustic panels.
22. No glitter or confetti is allowed in the Clubhouse.
23. All outside doors must be secured and lights turned off before leaving the Clubhouse.
24. Fire and security alarms are armed at 1:00 a.m.

#### **SECTION E. SCHEDULING AND RESERVATIONS**

1. Clubhouse reservations must be made through the Administrative Office.
2. The Clubhouse is open seven days a week, on a year-round basis.
3. Events scheduled in the great room are posted on [www.lakeholidaycc.org](http://www.lakeholidaycc.org) and published in the newsletter under the community calendar.
4. Lake Holiday sponsored events and clubs do not pay a fee to reserve the Clubhouse great room and kitchen for an activity or event that is open to all members and tenants.

5. Rental rates shall apply if the Clubhouse great room is reserved by a member or tenant to host private, business, or not-for-profit events.
6. The lower-level community room is available for reservations between 7:00 a.m. and 10:00 p.m. LHCC sponsored meetings or club activities take precedence. A key fob is available for accessing the lower level after business hours.

## **SECTION F. CLUBHOUSE USE – BOARD OF DIRECTORS AND COMMITTEES**

1. The Clubhouse great room is reserved for monthly Board of Directors' and committee meetings at set dates and times. Any additional meetings must be reserved as well.
2. Board meetings take first precedence, then committee meetings, club meetings during the work week, then paid events.
3. In the case of an emergency, the Board of Directors may pre-empt any scheduled use of the Clubhouse.
4. The lower-level community room may be reserved for a committee meeting.
5. Regularly scheduled Activity Committee events are pre-reserved and published on the Community Calendar.
6. Activities Committee events may be scheduled up to two years in advance.

## **SECTION G. CLUBHOUSE USE – CLUBS**

1. Any member or tenant may initiate a club following the demonstration of sufficient interest by members and upon the approval of the GM.
2. A point of contact (POC) for each club shall be provided to the office who will be responsible for ensuring the club complies with the rules. The POC will be responsible for any damage to the Clubhouse from the club's activities.
3. Clubs must be self-financed and receive no direct support from LHCC. A club may collect fees from its members to cover the costs of club activities. Costs that may be charged by a club include the use of facilitators or instructors, required supplies or equipment, and any other reasonable expenses for club activities.
4. Clubs may reserve and use the Clubhouse for meetings and other events at no charge. Business events may not be sponsored by a club to avoid paying rental fees. Payment to a facilitator or instructor (e.g., a yoga instructor) for a club activity shall not be construed as a business event.
5. Regularly scheduled club reservations are placed on the Community Calendar. No recurring club events may be scheduled for Saturdays or Sundays without prior approval from the Board of Directors.
6. Recurring club meetings may be scheduled more frequently than once a month with the following stipulations:
  - a. The club maintains one firm monthly meeting date;
  - b. Additional meeting dates within the month are subject to Clubhouse availability;
  - c. Board and committee meetings have a scheduling priority over "additional" club meetings within the month.

7. Reservations are accepted up to, but not more than, 12 months in advance.
  - a. An initial reservation must be in writing, to include the date and time, a primary and alternate point of contact, and phone numbers for each POC.
  - b. At the beginning of each year, the club must renew its reservation by contacting the office.
  - c. If a change to the reserved date is required, the office must be notified. If there is a conflict with an existing reservation, the existing reservation takes precedence.
8. If a club event/meeting exceeds its allotted time and another meeting follows, the next scheduled meeting takes precedence and the existing meeting participants must vacate the room.

#### **SECTION H. CLUBHOUSE USE – THE EXERCISE ROOM**

1. The hours of operation of the exercise room are 4:00 a.m. to 10:00 p.m., seven (7) days a week.
2. Members and tenants, in good standing, may allow family members, living in their household, to use the exercise room key fob; however, the member must provide the office with a list of all family members who might use the exercise room. Membership is not transferable.
3. Exercise room users must sign a waiver of liability and hold harmless agreement and pay a fee to receive a key fob.
4. Member and tenant use of any and all exercise equipment is at their own risk. (Consult a physician prior to using the facility.)
5. Exercise room users must observe the posted directives for use of the room, equipment, and general Clubhouse policies.
6. Individuals under the age of 18 must be supervised by an individual of at least 21 years of age.
7. Users of the exercise room must
  - a. Respect and avoid disrupting and/or interfering with others who are using the facility.
  - b. Be considerate of the level of music being played, especially if a meeting is being held in the community room. (Earbuds are recommended.)
  - c. Bring only capped water bottles into the room. All other food and drinks are prohibited.
  - d. Dispose of all trash in the bins provided in the community room.
  - e. Wear appropriate exercise attire; and sneakers must be worn at all times. The following shoes are prohibited: boots, sandals, open-toed and open-backed shoes. Outside sneakers should not be used in the exercise room.
  - f. Provide their own towels.
  - g. Wipe off all equipment after use.
  - h. Limit cardio workouts to 30-minute intervals whenever another member is waiting to use the equipment.



- i. Reset the equipment for the next person, such as returning dumbbells to the rack, and turning off the lights.
8. LHCC welcomes personal trainers with the following conditions. They shall:
  - a. Sign in at the office.
  - b. Provide a written statement to the office, through the member, authorizing their service.
  - c. Provide proof of a certificate of general liability insurance to the office.
  - d. Sign a waiver of liability and hold harmless agreement.
9. Exercise room participants should immediately report equipment problems, personal injuries, and specific concerns to the office.
10. LHCC is not responsible for lost or stolen personal items.

**NOTE:** Video cameras and audio equipment are installed to record activity in the exercise room. The recordings will be maintained for a period of up to thirty (30) days.

#### **SECTION I. CLUBHOUSE USE – EVENT RENTALS**

1. The Clubhouse great room may be rented by a member or tenant in good standing. **Note:** Events are limited to 250 guests due to the occupancy limit of the great room.
2. Reservation of the Clubhouse by members or tenants for use by non-members or members or tenants who are not in good standing is prohibited.
3. A member who rents the Clubhouse shall initial a statement in the rental agreement that acknowledges they have read and shall abide by the policies and rules in this PRP.
4. A member who rents the Clubhouse for a non-LHCC sponsored event shall agree to indemnify and hold harmless LHCC, its Officers, Directors, employees, and agents from all claims, demands, liabilities, damages and expenses (including reasonable attorney fees and expenses) arising by reason of injury to, or death of, any person or damage to, or loss of, property occurring on, in, or about the property, from the use of the property by renter or any of its invitees or guests, or vendors, or from any breach by renter of any conditions of the rental agreement, or from any act or negligence of renter, or its invitees, guests, or vendors, in or about the property, even if caused in whole or in part by the negligence of the owner.
5. Clubhouse rental fees and security deposits are determined by the LHCC Board of Directors. The fees in effect at any given time are set forth in the fee schedule. A copy of the fee schedule may be obtained from either the Lake Holiday website ([www.lakeholidaycc.org](http://www.lakeholidaycc.org)) under “Documents/Fees” or from the administrative office.

6. Members and tenants may rent the Clubhouse for a private event such as a wedding or birthday party.
  - a. The members' invited guests should be predominantly friends and relatives and may include non-members.
  - b. The member shall provide a list of invited non-member guests to the office and front gate (to expedite entry) at least 48 hours before the event.
  - c. The member host must attend the event; remain with their invited guests at all times; and be responsible for their guests' behavior and actions while in Lake Holiday.
7. Members and tenants may rent the Clubhouse to hold a business event with the approval of the GM.
  - a. The member shall provide a list of invited non-member guests to the office and front gate (to expedite entry) at least 48 hours before the event.
  - b. All non-member visitors must be invited guests of an LHCC member.
  - c. The rental of the Clubhouse by a non-member to promote or conduct business is prohibited.
8. A non-profit organization, sponsored by a member, may rent the great room or reserve the community room on a case-by-case basis upon the approval of the Board of Directors.
9. Rental includes the great room, kitchen, deck, folding tables and chairs. There is an additional fee to use the fireplace and/or dance floor.
10. Members or tenants making reservations or renting the Clubhouse facilities must:
  - a. Complete, sign and submit a Rental Agreement to the office at least thirty (30) days, but no more than one (1) year, in advance of the event date.
  - b. Requests are accommodated on a first come, first served basis.
  - c. Security deposit must be paid at the time of the reservation to hold the date.
11. The member or tenant renting the Clubhouse shall indicate in the rental agreement:
  - a. Whether they intend to sell or serve alcoholic beverages. See Section J, Alcohol Consumption and VA Required License (in this PRP) for specific information about serving or selling alcohol. Vendors hired to serve alcohol must provide the office with a copy of their Banquet Special Event License from Virginia Alcohol Beverage Control (ABC) and list LHCC as an additional insured on their certificate of general liability insurance.
  - b. Whether they intend to use the fireplace. GM authorization is required for fireplace use, and due to insurance requirements, when the fireplace is used, an LHCC-provided attendant must be present. A fee will be charged for private use to cover the cost of the attendant and the wood consumed.

- c. Whether they intend to use the dance floor. A fee shall be charged for private use. Please see Rental Agreement for more details.
  - d. Whether they intend to use the deck. All furnishings must remain on the deck and returned to their original location following an event.
12. A security deposit is required.
- a. The deposit covers any required cleaning and damage to the Clubhouse facilities by the member host or their invited guests during the event.
  - b. The deposit shall be returned to the renter (minus any charges for damage or cleaning) within one (1) week after the event once an LHCC staff member and the member host perform a post-event walk-through.
13. When renting the Clubhouse, a member shall:
- a. Obtain and maintain General Liability Insurance in an amount not less than \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage. Such insurance shall name Lake Holiday Country Club, Inc. as an additional insured. This certificate of insurance must be provided at least thirty days (30) prior to the event. Members can add an event rider to their homeowner's policy, use their umbrella liability policy or obtain a special event policy. Tenants will be required to obtain a special event policy. (A possible source of a special event policy can be located on this site: <https://www.nationwide.com/business/insurance/specialty-liability/short-term-events/>.);
  - b. Add Host Liquor Liability insurance coverage to the general liability policy if serving alcohol. See Section J, Alcohol Consumption and VA Required License;
  - c. Ensure, if catered, that the caterer or any other business also provides the administrative office with the necessary liquor liability insurance to cover the event and lists LHCC as an additional insured;
  - d. Sign a waiver of liability and hold harmless indemnification agreement; and
  - e. Provide two (2) checks payable to Lake Holiday Country Club. The first check is the security deposit to hold the reservation and is required at the time of making the reservation. The second check is payment of the rental fee. This must be paid thirty (30) days before the reserved event. If a member reserves the clubhouse in less than thirty (30) days prior to the event, the member must pay the security deposit and rental fee at the same time.
14. Cancellations must be submitted fourteen (14) days before the reserved event for a return of rental fees. A cancellation fee will be charged if the fourteen (14) day advance cancellation notice is not met. Cancellations made within seven (7) days or less of the reserved event will result in the forfeiture of the entire rental fee.

15. Beach I and the picnic area by the Clubhouse are not rentable spaces. Members or tenants who rent the Clubhouse have access to the picnic area and beach, but not exclusive use. Couples are welcome to say their vows and take photographs on any beach (or other common area), but renters may not block off any section or prevent members and their guests from using any portion of the amenity.
16. The member renting the Clubhouse is responsible for returning the facility to its original condition and fully cleaning it after the event (cleaning supplies are in the utility closet in the kitchen). Post-event cleaning includes:
  - a. Cleaning and mopping the kitchen floor;
  - b. Wiping clean all counters and appliances in the kitchen;
  - c. Placing trash in the dumpster outside of the kitchen;
  - d. Placing clean trash liners in all trash cans;
  - e. Returning all furnishings to their original locations (both inside and outside);
  - f. Returning all thermostats to their original settings;
  - g. Vacuuming the main hallway; and
  - h. Wiping down and cleaning bathrooms.
17. Caterer and vendor supplies and equipment must be removed from the facility immediately following all events.
18. A documented (checklist) inspection of the Clubhouse shall be performed by LHCC staff and the member host prior to and following an event for purposes of assessing any damage, assessing a fee for the removal of helium-filled balloons, and/or any required clean-up costs.
19. The security deposit will be returned to the member in full when the facility is deemed to be in an acceptable condition. In the event it is not left in an acceptable condition, the security deposit will be applied to clean-up costs and any necessary repairs. Should costs exceed the amount of the security deposit, the member/tenant who reserved the facility will be billed for the excess cost. Unpaid charges will be collected in the same manner as assessments.
20. An additional fee per balloon shall be charged if helium-filled balloons are not removed from the ceiling of the great room.
21. A copy of the fee schedule may be obtained from either the Lake Holiday website ([www.lakeholidaycc.org](http://www.lakeholidaycc.org)) under "Documents/Fees" or from the administrative office.

## **SECTION J. ALCOHOL CONSUMPTION AND VABC REQUIRED LICENSE**

1. Consumption of alcohol on LHCC property is governed by Virginia Alcohol Beverage Control (VABC) laws. A member or tenant renting the Clubhouse for a private event will notify the GM that alcohol will be served in the rental agreement.

2. LHCC's liability insurance policy indemnifies the association against claims by third parties as long as the association does not serve, sell or furnish alcoholic beverages. At LHCC sponsored events, members and their guests may bring their own beverage (water, soda, wine, beer, or mixed beverages). No alcohol may be served by LHCC staff or designated volunteers.
3. LHCC sponsored events, only open to members and their invited guests, do not require an ABC special event license if alcohol is consumed within the Clubhouse.
4. Host Liquor Liability Insurance is required as part of the General Liability Insurance at a member/tenant sponsored Clubhouse private event when alcohol will be served.
5. A member or tenant-sponsored private event, where only members and their invited guests are present, does not require an ABC special event license if:
  - a. the alcoholic beverages are not sold or charged for in any way and;
  - b. consumption of the alcoholic beverages is limited to the Clubhouse.
6. If a business provides food and alcoholic beverages during a private event, the business will obtain the appropriate ABC Special Event License in addition to the Host Liquor Liability Insurance. The business must also have the appropriate license through the local health department to operate as a retail food business.
7. If an admission, ticket, or cover fee is charged at an event where food and alcohol is served, that constitutes the sale of alcoholic beverages and is not allowed.
8. Donations in lieu of an admission fee are still considered the sale of alcohol and is not allowed.
9. All ABC licenses must be displayed on the premises at the event.

#### **SECTION K. SAFETY AND SECURITY**

The LHCC contracted security service provider is a licensed, independent security company that patrols accessible common property (lots owned by LHCC and not privately owned lots), including the Clubhouse. However, they do not respond to event-related security issues. Call **9-1-1** if necessary.

#### **SECTION L. FIRST AID KIT AND AUTOMATED EXTERNAL DEFIBRILLATOR (AED) LOCATIONS**

1. Your actions to help save a life are protected under the "The Good Samaritan law", § 8.01-225 of the Virginia Code.
2. Immediately call **9-1-1** if you, or someone else, is having a medical emergency.
3. There are two wall-mounted First Aid Kits installed in the hallways of the Clubhouse – one on the upper level (near the elevator) and one on the lower level.
4. If you are at or near the Clubhouse, you can render aid with an automated external defibrillator (AED) and administer potentially life-saving Cardiopulmonary Resuscitation (CPR).
5. There are two AED units at Lake Holiday:
  - a. One is located at the front gate; and

- b. The other is next to the back door of the Clubhouse on the lower, exterior level in a clearly marked box.
- 6. The device provides easy-to-understand guides, step-by-step audio prompts and real-time visual guidance with a compression depth indicator that confirms "good compressions" or says, "push harder".
- 7. Also inside the AED box is a Stop the Bleed® kit that can help control hemorrhaging ([www.dhs.gov/stopthebleed](http://www.dhs.gov/stopthebleed)).
- 8. The LHCC Clubhouse address is as follows:

Lake Holiday Country Club, Inc.  
1045 Lakeview Drive  
Cross Junction, Virginia 22625

**Important Phone Numbers:**

Emergency: 9-1-1  
LHCC Office: 540-931-0951  
Front Gate: 540-888-3936  
Non-Emergency Sheriff’s Office: 540-662-6168

**SECTION M. FIRE ALARMS AND EXTINGUISHERS**

- 1. Fire Alarms and extinguishers are located throughout the Clubhouse near most exterior doors. If you see smoke, or believe there is a structural fire, pull the fire alarm, verbally alert any people in the building and immediately vacate the Clubhouse before calling **9-1-1**.
- 2. If the fire is small, and an individual feels that it can be safely extinguished by taking immediate action, there are four important steps (PASS) for using a fire extinguisher, as follows:
  - a. **Pull**. Pull out the safety pin (at the top of the extinguisher, breaking the seal.)
  - b. **Aim**. Aim the nozzle at the base of the fire.
  - c. **Squeeze**. Squeeze the handle activating the fire extinguisher.
  - d. **Sweep**. Spray (sweep) the nozzle from side to side covering the base of the fire and fully extinguishing the flames.

**REVISION HISTORY**

Revision	Approval Date	Subject	Revised Sections	Initialed for LHCC Records Entry:
V1		Original		
V2.2	6/22/2010	Specific procedures, fee schedule	C.1.a., b. & c. C.4.b & c.	
V3.1	4/26/2011	Eligible users & purposes	All	
V4	7/26/2011	Alcohol license policy	E	
V5	1/24/2012	Clubhouse use & rules	A.5.f, B.3.a, B.7	

V6	6/26/2012	Renamed		
V7	11/12/2012	Fee schedule	F	
V8	2/26/2013	Board room use, room rental, reservations	C, D	
V9	7/23/2013	Free club use & lower level meeting room	A, C, F	
V10	9/23/2014	No beach rental, service dogs, board room & upper level closing time, list requirements, advanced notice changed to 48 hours	A.5.g, B.12, C.2, D.7, D.17	
V11		Board room use, clubhouse scheduling, priority fee schedule	C.3.c, D.9, D.17, D.20	
V12	6/28/2016	Upper level clubhouse key fob issuance	A.6	
V13	9/26/2017	Wholesale changes to all sections for clarity of terms and formatting; removal of references to lower level meeting room.	ALL	
V14	5/24/2022	Comprehensive update to all sections for clarity of rental agreements by members and tenants; fee information and reservation requirements; types of events/activities that are permitted in the Clubhouse; and addition of special event and/or General Liability Insurance certificate and alcohol consumption and VA required license requirements.	ALL	